



Bethel Township Board of Trustees
January 6, 2026 at 6:00 P.M.
Regular Business Meeting Agenda V2

- I. **CALL TO ORDER** Time: _____ Presiding: _____
 Roll call: Interim Chief Weldon: _____ Fiscal Officer Ross: _____
 Trustee Wilkerson: _____ Trustee Reese: _____ Trustee Dick: _____
 Assistant to the Fiscal Officer Fortunato: _____
- II. **PLEDGE OF ALLEGIANCE**
- III. **WELCOME** new Trustee Josh Wilkerson-Bienick
- IV. **APPROVAL OF MINUTES**
 A. 2025-12-30 Workshop Meeting
 Motioned by Trustee _____ Seconded by Trustee _____
 Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- V. **STAFF REPORTS**
 A. Report from **Miami County Sheriff's Deputy** (if available)
 B. Report from **Fire Department** – Terry Weldon, Interim Fire Chief

	Incident Type	Alarm Date	Aided Agency Name
Mutual aid given			
	611- Dispatched and canceled en route	12/07/2025 12:35:55	Huber Heights Fire Division
	322- Motor vehicle accident with injuries	12/08/2025 14:17:26	New Carlisle Fire Division (City of)
	321- EMS call, excluding vehicle accident with injury	12/12/2025 13:32:09	Tipp City Fire/EMS
	321- EMS call, excluding vehicle accident with injury	12/18/2025 14:20:06	Huber Heights Fire Division
	321- EMS call, excluding vehicle accident with injury	12/23/2025 14:14:36	New Carlisle Fire Division (City of)
	321- EMS call, excluding vehicle accident with injury	12/28/2025 10:10:57	Bethel Twp Fire Dept Clark Co.
	321- EMS call, excluding vehicle accident with injury	12/28/2025 11:56:44	Huber Heights Fire Division
Mutual aid received			Aiding Agency Name
	311- Medical assist, assist EMS crew	12/04/2025 11:35:17	New Carlisle Fire Division (City of)
	311- Medical assist, assist EMS crew	12/04/2025 15:45:39	Huber Heights Fire Division
	321- EMS call, excluding vehicle accident with injury	12/04/2025 17:51:40	Tipp City Fire/EMS
	321- EMS call, excluding vehicle accident with injury	12/06/2025 17:22:08	Tipp City Fire/EMS
	311- Medical assist, assist EMS crew	12/08/2025 07:16:21	Huber Heights Fire Division
	311- Medical assist, assist EMS crew	12/08/2025 08:13:56	Huber Heights Fire Division
	311- Medical assist, assist EMS crew	12/08/2025 09:08:41	Huber Heights Fire Division
	321- EMS call, excluding vehicle accident with injury	12/12/2025 14:09:26	New Carlisle Fire Division (City of)
	322- Motor vehicle accident with injuries	12/14/2025 11:15:50	Huber Heights Fire Division
	322- Motor vehicle accident with injuries	12/14/2025 11:15:50	Bethel Twp Fire Dept Clark Co.
	321- EMS call, excluding vehicle accident with injury	12/16/2025 15:33:29	New Carlisle Fire Division (City of)
	324- Motor vehicle accident with no injuries	12/17/2025 05:03:53	Huber Heights Fire Division
	311- Medical assist, assist EMS crew	12/19/2025 15:01:53	Huber Heights Fire Division
	321- EMS call, excluding vehicle accident with injury	12/19/2025 17:59:51	Huber Heights Fire Division
	321- EMS call, excluding vehicle accident with injury	12/25/2025 21:09:47	New Carlisle Fire Division (City of)

Month	Mutual Aid Given	Mutual Aid Received
December	7	14

Incident Type Details	2025-12	Total
300- Rescue, EMS incident, other	2	2
311- Medical assist, assist EMS Crew	6	6
321- EMS call, excluding vehicle accident with injury	29	29
322- Motor vehicle accident with injuries	5	5
324- motor vehicle accident with no injuries	3	3
411- Gasoline or other flammable liquid spill	1	1
600- Good intent call, other	1	1
611- Dispatched and canceled en route	6	6
700- False alarm or False call, other	2	2
736- CO detector activation due to malfunction	1	1
740- Unintentional transmission of alarm, other	1	1
Total...	57	57



C. Report from **Planning & Zoning** – Trustee Kama Dick

Since last reported, the following zoning certificate applications have been received

ZC-45-25 7340 ROSS RD NEW GARAGE CONSTRUCTION

Since the last Board of Zoning Appeals (BZA) report, these applications have been received/reviewed:

Case V-22-25: A request from Jarod & Mari Wenrick, 5090 Ross Rd, Tipp City, OH 45371, for a zero frontage Variance to split a property in half and create a drive for farm equipment. *Per Bethel Township Zoning Resolution section 16.05, minimum lot width and frontage shall be 200' contiguous.* This is a 48.28 acre parcel zoned A-2 General Agriculture District. Miami County Parcel ID# A01-042604.

Since the last Zoning Commission (ZC) report, these applications have been received/reviewed

Case ZA-08-25: A request from Russell Schoonover, 817 Twp Rd 851, Ashland, OH 44805, to re-zone a parcel that was split from an A-2 General Agricultural District to A-1 Domestic Agricultural District. *Per Bethel Township Zoning Resolution Article 16 A-2, Section 16.05, the minimum lot area must be 20 acres. Per Article 15 A-1, Section 15.05, the minimum lot area is 5 acres.* This is a 5.0010 acre property. Miami County Parcel ID# A01-054905.

YEAR TO DATE (2025):

Certificates issued in 2025.	45	Conditional Use requested in 2025	9
Declarations received in 2025.	4	Conditional Use approved in 2025.	7
Variances requested in 2025.	22	Zoning Amendments requested in 2025. . .	8
Variances approved in 2025	19	(case ZA-02-25 is on hold per the applicant)	
		Zoning Amendments approved in 2025 . . .	4

BOARDS & COMMISSIONS

MIAMI COUNTY PLANNING COMMISSION:

January 20, 2026 at 7:00PM. Bethel Twp will have no cases on the agenda.

BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):

Will not meet in January as there are no cases.

BETHEL TOWNSHIP ZONING COMMISSION (ZC):

Will not meet in January as there are no cases.

BOARDS & COMMISSIONS (continued)

BETHEL TOWNSHIP BOARD OF TRUSTEES:

Will not meet in January as there are no cases.

2025 ZONING ENFORCEMENT (YTD):

	Junk/Debris	High Grass	Construction Related	Health Referrals	Other	Total Enforced	Total Cleared
Month	0	0	0	0	1	0	0
YTD	9	15	3	3	20	50	20

Just a reminder that the Zoning Boards are continuing their review of the current zoning regulations and will be proposing changes to the text. These discussions are open to the public and your input is wanted – what would you like to see changed? The current zoning regulations can be found on the website for review or drop by the office to discuss. Review meetings will pick up in January – keep an eye on the website and social media for Meeting notices.

D. Report from the Township Administrator – Trustee Julie Reese, Acting Township Administrator

There are 13 resolutions on the agenda this evening:

- The first two are to elect the President and Vice President of the Board of Trustees.
- Next is a resolution setting the regular business meeting and workshop meeting dates and times for 2026 and the first meeting in January of 2027.
- Following is a resignation authorizing the payment of Miami Valley Regional Planning Commission (MVRPC) dues.
- Next is a resolution to name the Township's debris collection sites.
- Following is a resolution to assign duties to the Trustees and Office Staff.
- Then is a resolution to state our policy to dispose of surplus equipment – this must be done annually.
- Next is a resolution to continue to use OTARMA as our insurance provider for legal liability, automobile liability, wrongful acts coverage, and automobile physical and property coverage.
- Then is a resolution to accept the resignation of Cassandra Channell, firefighter. We thank her for her service to the Township.
- The next resolution is to re-hire an attorney who is an expert in zoning law for 2026. We must re-hire outside attorneys each year.
- Following is a resolution to add additional positions as eligible for a phone reimbursement for using personal cell phones for Township business.
- Following is a resolution to update the Zoning Inspector job description.
- The last resolution is to record the electronic payments and warrants for November.

Reminder of upcoming events in the Township:

- Historical Society is not meeting this month, please join the next meeting on February 4th at 6 PM.

VI. TRUSTEE REPORTS

- A. Trustee Wilkerson
- B. Trustee Reese
- C. Trustee Dick

VII. **FINANCIAL REPORTS** – Fiscal Officer Rhonda Ross

A. Credit card detail: Statements 11/24/25 and 12/23/25

<i>Stmt Date</i>	<i>By</i>	<i>Tx Date</i>	<i>Description</i>	<i>Amount</i>
11/24/25	Schiebrel	10/29/25	Microsoft subscriptions	\$963.06
11/24/25	Schiebrel	11/3/25	Amazon - 2 power strips for medic 40-41, \$19.98, 2 antifreeze for engine/rescue \$37.20	\$57.18
11/24/25	Schiebrel	11/5/25	Amazon - GPS antenna \$19, C batteries \$20.14	\$39.14
11/24/25	Schiebrel	11/13/25	Microsoft subscriptions	\$105.93
11/24/25	Schiebrel	11/16/25	Amazon - batteries for hot spots x2	\$29.70
11/24/25	Schiebrel	11/20/25	DigitalSpace - web hosting	\$44.93
11/24/25	Ross	10/26/25	Adobe - Dreamweaver software monthly fee - maintain website	\$32.09
11/24/25	Ross (Reese)	11/1/25	Speedway - thank you gift cards for ladies who cooked for the Fire Open House	\$40.00
11/24/25	Ross	11/3/25	OTA education annual subscription	\$250.00
11/24/25	Ross (Reese)	11/10/25	Personalized gavel for Trustee vanHaaren leaving	\$26.48
11/24/25	Ross (Reese)	11/11/25	OTA conference registration fee	\$135.00
11/24/25	Ross (Reese)	11/11/25	Pamphlet - A Citizen's Guide to Public Records	\$10.00
11/24/25	Ross (Reese)	11/18/25	Cake for Admin Smith leaving	\$22.99
11/24/25	Smith	10/22/25	supportpdfiller.com	\$154.08
11/24/25	Smith	10/24/25	cancel supportpdfiller	(\$154.08)
11/24/25	Smith	11/10/25	stamps to notice citizens of zoning cases/violations	\$78.00
11/24/25	Smith	11/10/25	replacement hydraulic motor, adapter, and sleeve for dump truck	\$1,481.45
12/23/25	Schiebrel	12/3/25	end of year awards for EMS, fire, rookie, officer of the year	\$406.00
12/23/25	Schiebrel	12/5/25	microsoft subscription fee	\$66.49
12/23/25	Schiebrel	12/20/25	DigitalSpace - web hosting	\$44.93
12/23/25	Schiebrel	12/21/25	Amazon - EMS trauma shears \$25.99 x4	\$98.76
12/23/25	Ross	11/26/25	Adobe - dreamweaver for website updates	\$32.09
12/23/25	Ross (Reese)	11/28/25	Walmart - water for Trustee vanHaaren goodbye event	\$9.94
12/23/25	Ross (Reese)	12/2/25	Domino's - pizza for Trustee vanHaaren goodbye event	\$66.48
12/23/25	Ross (Reese)	12/2/25	Cake Creations - cake for Trustee vanHaaren goodbye event	\$78.00
Purchases...				\$4,118.64

B. Receipt report: 12/1/2025 to 12/31/2025

<i>Post</i>	<i>Tx Date</i>	<i>Type</i>	<i>Receipt#</i>	<i>Source</i>	<i>Total</i>	<i>Status</i>	<i>Purpose</i>
12/3/25	12/3/25	STD	367-2025	Charter Communications	\$6,115.64	O	Cable franchise fees Check# 81337717
12/10/25	12/10/25	STD	368-2025	Miami County Municipal Court	\$492.00	O	Criminal / Traffic fines Check# 35994
12/18/25	12/19/25	STD	390-2025	MIAMI COUNTY AUDITOR	\$22,894.43	O	NOVEMBER Local govt supplement \$568.95 Local govt \$3749.30 Auto reg twp perm. ORC 4504.16 \$858.75 Aug reg - townships \$684.01 Auto reg twp levy/perm tax \$3721.25 Cents per gallon \$2785.42 Gas excise tax \$10526.75
12/23/25	12/23/25	STD	391-2025	Ryan C Ocul	\$100.00	O	Zoning fees for case# ZC-45-25 Check# 1050
Total Revenue...					\$29,602.07		

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation
Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

C. Records retention – per ORC Section 149.42 Township Records Commission which states the Township Records Commission, composed of the chairperson of the board of township trustees and the fiscal officer of the township, shall meet at least once every twelve months upon the call of the chairperson: Fiscal Officer Ross and Trustee Board Chair Reese met to discuss the records retention schedule and destruction of any records per the schedule. The decision was that there were no changes needed to the schedule at this time and that we would not destroy any records in 2026.

VIII. **DISCUSSION ITEMS**

A. Office coverage by appointment only

IX. **PUBLIC COMMENTS** on items on the agenda

X. **ACTION ITEMS**

A. **RESOLUTION #26-01-001:** A RESOLUTION ELECTING TRUSTEE REESE PRESIDENT OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

B. **RESOLUTION #26-01-002:** A RESOLUTION ELECTING TRUSTEE DICK VICE PRESIDENT OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

C. **RESOLUTION #26-01-003:** A RESOLUTION SETTING THE TIMES, DATES, AND PLACES FOR MEETINGS OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY, FOR CALENDAR YEAR 2026

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

D. **RESOLUTION #26-01-004:** A RESOLUTION AUTHORIZING THE PAYMENT OF DUES TO THE MIAMI VALLEY REGIONAL PLANNING COMMISSION IN ACCORDANCE WITH SECTION 505.70 OF THE OHIO REVISED CODE AT A COST OF \$2,521.74

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

E. **RESOLUTION #26-01-005:** A RESOLUTION DESIGNATING BETHEL WEST CEMETERY AND FRIENDSHIP PARK AS THE DESIGNATED DEBRIS COLLECTION SITES FOR BETHEL TOWNSHIP AS REQUIRED BY THE MIAMI COUNTY DEBRIS MANAGEMENT PLAN

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

F. **RESOLUTION #26-01-006:** A RESOLUTION ASSIGNING VARIOUS DUTIES FOR TRUSTEES AND STAFF FOR THE YEAR 2026

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

G. **RESOLUTION #26-01-007:** A RESOLUTION APPROVING A POLICY FOR DISPOSAL OF SURPLUS EQUIPMENT

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

H. **RESOLUTION #26-01-008:** A RESOLUTION SELECTING OTARMA AS THE INSURANCE CARRIER AND PLAN FOR THE TOWNSHIPS LIABILITY, AUTOMOBILE LIABILITY, WRONGFUL ACTS COVERAGE, AUTOMOBILE PHYSICAL AND PROPERTY COVERAGE FOR 2026, AS WELL AS AUTHORIZING THE EXPENDITURE OF TOWNSHIP FUNDS FOR SAID PLAN AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE PLAN ON BEHALF OF THE BOARD OF TRUSTEES

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

I. **RESOLUTION #26-01-009:** A RESOLUTION ACCEPTING THE RESIGNATION OF FIREFIGHTER CASSANDRA CHANNELL FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee Wilkerson: _____ Trustee Reese: _____

J. **RESOLUTION #26-01-010:** A RESOLUTION EMPLOYING THE TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2026 (Shipman, Dixon, & Livingston)

Motioned by Trustee _____ Seconded by Trustee _____

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

K. **RESOLUTION #26-01-011:** A RESOLUTION ESTABLISHING THE STANDARD CELL PHONE REIMBURSEMENT RATE FOR SELECT TOWNSHIP EMPLOYEES UTILIZING THEIR OWN PERSONAL CELL PHONES TO CONDUCT BUSINESS OF THE TOWNSHIP

Motioned by Trustee Seconded by Trustee

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

L. **RESOLUTION #26-01-012:** A RESOLUTION TO REVISE THE ZONING INSPECTOR JOB DESCRIPTION

Motioned by Trustee Seconded by Trustee

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

M. **RESOLUTION #26-01-013:** A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS

Motioned by Trustee Seconded by Trustee

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

XI. **PUBLIC COMMENTS** on any topic

XII. **ANNOUNCEMENTS**

January	7	Historical Society Meeting - CANCELLED
January	19	Martin Luther King Jr. Day observed, Township offices closed
January	20	County Planning Commission Mtg. in Troy, 7:00pm
January	22	BZA Meeting 6:30pm*/Zoning Commission 7:30pm*
January	27	Trustee Workshop Meeting, Township Meeting Room, 6:00pm
February	2	Ground Hog Day
February	3	Trustee Business Meeting, Township Meeting Room, 6:00pm

* indicates a meeting will be held only if needed

XIII. **MOTION TO ENTER INTO EXECUTIVE SESSION**

A. Pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.

B. Pursuant to Ohio Revised Code Section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

Motion to enter executive session, (1) for the purpose to consider the appointment, employment, discipline, or compensation of a public employee or official, and, (2) which is necessary to consider negotiations with other political subdivisions respecting requests for economic development assistance.

Motioned by Trustee Seconded by Trustee

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

Time in Executive Session:

Return to regular session time:

XIV. **ADJOURNMENT** motioned by Trustee Seconded by Trustee

Vote: Trustee Dick: Trustee Wilkerson: Trustee Reese:

Time:



RESOLUTION #26-01-001

**A RESOLUTION ELECTING TRUSTEE REESE PRESIDENT OF THE BOARD OF TRUSTEES
OF BETHEL TOWNSHIP, MIAMI COUNTY**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Board of Trustees of Bethel Township, Miami County has customarily organized itself at the first business meeting of each year. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County, that the Board of Trustees elects Trustee Julie Reese President of the Board of Trustees of Bethel Township for a term ending when a subsequent President is elected to the Board of Trustees of Bethel Township, Miami County.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-002

**A RESOLUTION ELECTING TRUSTEE DICK VICE PRESIDENT OF THE BOARD OF TRUSTEES
OF BETHEL TOWNSHIP, MIAMI COUNTY**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Board of Trustees of Bethel Township, Miami County has customarily organized itself at the first business meeting of each year. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County, that the Board of Trustees elects Trustee Kama Dick Vice President of the Board of Trustees of Bethel Township for a term ending when a subsequent Vice President is elected to the Board of Trustees of Bethel Township, Miami County.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-003

**A RESOLUTION SETTING THE TIMES, DATES, AND PLACES FOR MEETINGS OF THE BOARD OF TRUSTEES
OF BETHEL TOWNSHIP, MIAMI COUNTY, FOR CALENDAR YEAR 2026**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Board of Trustees of Bethel Township, Miami County, are required through the Ohio Revised Code to annually announce the schedule of meetings for the calendar year; **AND**

WHEREAS, in order to avoid conflicts, the Board of Trustees does not wish to meet the same dates as Bethel School Board meets, nor do they wish to meet on election days. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that the Board of Trustees of Bethel Township, Miami County shall meet on the following dates for the calendar year 2026:

January 6, 2026	Regular Business Meeting, 6:00pm
January 27, 2026	Workshop Meeting, 6:00pm
February 3, 2026	Regular Business Meeting, 6:00pm
February 24, 2026	Workshop Meeting, 6:00pm
March 3, 2026	Regular Business Meeting, 6:00pm
March 31, 2026	Workshop Meeting, 6:00pm
April 7, 2026	Regular Business Meeting, 6:00pm
April 28, 2026	Workshop Meeting, 6:00pm
May 4, 2026	Regular Business Meeting, 6:00pm
	Note: Tuesday, May 5 is a primary/special election day
May 26, 2026	Workshop Meeting, 6:00pm
June 2, 2026	Regular Business Meeting, 6:00pm
June 30, 2026	Workshop Meeting, 6:00pm
July 7, 2026	Regular Business Meeting, 6:00pm
July 28, 2026	Workshop Meeting, 6:00pm
August 4, 2026	Regular Business Meeting, 6:00pm
	Note: this could be a special election day
August 25, 2026	Workshop Meeting, 6:00pm
September 1, 2026	Regular Business Meeting, 6:00pm
September 29, 2026	Workshop Meeting, 6:00pm
October 6, 2026	Regular Business Meeting, 6:00pm
October 27, 2026	Workshop Meeting, 6:00pm
November 2, 2026	Regular Business Meeting, 6:00pm
	Note: Tuesday, Nov 3 is a general election day
November 24, 2026	Workshop Meeting, 6:00pm
December 1, 2026	Regular Business Meeting, 6:00pm
December 29, 2026	Workshop Meeting, 6:00pm

BE IT FURTHER RESOLVED, by the Board of Trustees of Bethel Township, Miami County that the Board of Trustees of Bethel Township, Miami County shall meet on the following date as the first meeting for calendar year 2027:

January 5, 2027 Regular Business Meeting, 6:00pm

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick _____
 Trustee Julie Reese _____
 Trustee Josh Wilkerson _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-004

**A RESOLUTION AUTHORIZING THE PAYMENT OF DUES TO THE MIAMI VALLEY REGIONAL
PLANNING COMMISSION IN ACCORDANCE
WITH SECTION 505.70 OF THE OHIO REVISED CODE AT A COST OF \$2,521.74**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Section 505.70 of the Ohio Revised Code permits a Board of Trustees of a Township to pay dues to a public or private organization that administers programs established by the Congress of the United States; **AND**

WHEREAS, the Miami Valley Regional Planning Commission has been established as the Metropolitan Planning Organization for the Region charged with administrating specific transportation programs throughout the Region; **AND**

WHEREAS, the Board of Trustees of Bethel Township, Miami County through this Resolution authorizes the payment of dues to the Miami Valley Regional Planning Commission for the year 2026. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that the Fiscal Officer is authorized to pay dues to the Miami Valley Regional Planning Commission, in accordance with Section 505.70 of the Ohio Revised Code at a cost of two thousand five hundred twenty-one dollars and seventy-four cents (\$2,521.74).

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-005

**A RESOLUTION DESIGNATING BETHEL WEST CEMETERY AND FRIENDSHIP PARK AS THE
DESIGNATED DEBRIS COLLECTION SITES FOR BETHEL TOWNSHIP AS REQUIRED BY
THE MIAMI COUNTY DEBRIS MANAGEMENT PLAN**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Miami County has put in place a Debris Management Plan incorporated under the Emergency Operations plan to handle debris if a disaster occurs in Miami County; **AND**

WHEREAS, the Board of Trustees of Bethel Township, Miami County adopted the Miami County Debris Management Plan on January 26, 2010 through their approval of Resolution #10-01-025, acknowledging Bethel Township as an active participant of the Miami County Debris Management Plan which gives Bethel Township eligibility for reimbursement of funds for such disasters; **AND**

WHEREAS, the Bethel Township Board of Trustees does not have another active Debris Management Plan that is comprehensive and meets the Federal Emergency Management Agency Guidelines; **AND**

WHEREAS, the Board of Trustees must annually designate a site(s) for storm debris collection; **AND**

WHEREAS, the Board of Trustees must designate a site(s) for the collection of storm debris to satisfy the requirements of the Miami County Debris Management Plan. **THEREFORE**

BE IT RESOLVED, by the Bethel Township Board of Trustees, that the rear of Bethel West Cemetery and Friendship Park be the designated debris collection sites for the Township's collection of debris as required by the Miami County Debris Management Plan.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-006

A RESOLUTION ASSIGNING VARIOUS DUTIES FOR TRUSTEES AND STAFF FOR THE YEAR 2026

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Bethel Township strives to operate as effectively as possible by delegating duties to the Trustees and Staff.
THEREFORE

BE IT RESOLVED, by the Bethel Township Board of Trustees, that duties be assigned to the person(s) listed as follows:

- SECTION 1.** Representative to the Miami Valley Regional Planning Commission: Trustee Wilkerson; Alternate: Trustee Dick
- SECTION 2.** Representative to the Technical Advisory Committee of the Miami Valley Regional Planning Commission: Zoning Secretary Fortunato; Alternate: Trustee Reese
- SECTION 3.** Representative to the Miami County Council: Trustee Wilkerson; Alternate: Trustee Reese
- SECTION 4.** Representatives to the Bethel Township Volunteer Fire Fighters Dependents Fund: Trustee Dick and Trustee Wilkerson
- SECTION 5.** Debris Manager for Bethel Township as required by the Miami County Debris Management Plan: Zoning Secretary Fortunato
- SECTION 6.** Facilitating ditch petitions with the county, drainage issues brought by residents: Trustee Dick and Trustee Reese
- SECTION 7.** Miami County Engineer liaison: Trustee Dick
- SECTION 8.** ODOT liaison: Trustee Dick
- SECTION 9.** Writing quarterly Newsletter, which includes meeting info, current issues, changes in operations/rules, recent zoning activity, and various tips and reminders: Trustee Reese; Alternate Zoning Secretary Fortunato
- SECTION 10.** Maintain Township social media sites: Zoning Secretary Fortunato; Alternate: Trustee Reese
- SECTION 11.** Maintain Township website: Zoning Secretary Fortunato; Alternate: Trustee Reese
- SECTION 12.** Bethel Local School Board liaison: Trustee Reese
- SECTION 13.** Roadway Issues (complaints, maintenance, plowing etc.): Trustee Dick; Alternate: Zoning Secretary Fortunato
- SECTION 14.** Sheriff Contract (negotiations, meetings, etc.): Trustee Wilkerson
- SECTION 15.** Cybersecurity liaison: Trustee Reese; Alternate: _____

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest:

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-007

A RESOLUTION APPROVING A POLICY FOR DISPOSAL OF SURPLUS EQUIPMENT

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, resolution #25-03-027 initially established a policy for disposal of surplus equipment that shall be reviewed annually and updated, if needed; **AND**

WHEREAS, the Board of Trustees of Bethel Township, Miami County ("Board") is empowered by Section 505.10(A) of the Ohio Revised Code to sell or convey property that the Board finds is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; **AND**

WHEREAS, if the fair market value of property to be sold is, in the opinion of the Board, in excess of two thousand five hundred dollars, Section 505.10(A)(1) of the Ohio Revised Code allows the Board to sell the property by public auction with proper advertisement or public notification; **AND**

WHEREAS, if the fair market value of property to be sold is, in the opinion of the Board, two thousand five hundred dollars or less, Section 505.10(A)(2) of the Ohio Revised Code allows the Board to sell the property by private sale without advertisement or public notification, or to donate the property to an eligible nonprofit organization that is located in this state; **AND**

WHEREAS, the Board is empowered by Section 505.10(D) of the Ohio Revised Code to sell property by internet auction, with proper advertisement or public notification regardless of the value of property. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County, Ohio by authority of Chapter 505 and Section 505.10 of the Ohio Revised Code, that:

SECTION 1. The Board will identify, by resolution, the properties that are no longer of value and service to Bethel Township ("surplus") and determine their associated fair market values and minimum bids that shall be accepted ; **AND**

SECTION 2. The Township Administrator or designee shall proceed to sell said property in accordance with ORC 505.10(A)(1) and ORC 505.10(D); **AND**

SECTION 3. The Township Administrator or designee shall not be permitted to accept a bid less than that determined by the Board for each surplus property; **AND**

SECTION 4. The Board shall dispose of all surplus property with a fair market value in excess of two thousand five hundred dollars (\$2500.00) via internet auction, and may opt to dispose of surplus property with a fair market value of two thousand five hundred dollars or less via internet auction; **AND**

SECTION 5. When disposing of surplus property via internet auction, the Township Administrator or designee shall list the property using GovDeals, an internet liquidity services marketplace located at www.govdeals.com with a customer support telephone number of 1-800-613-0156; and shall allow a minimum of fourteen (14) days for bidding on the property; and shall publish notice of intent to sell the property by internet auction on the Township's web site and social media account of the Township; and shall post a printed notice of the time, place, and manner of the sale in the office of the Board for at least ten (10) days prior to the sale.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Josh Wilkerson _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-008

A RESOLUTION SELECTING OTARMA AS THE INSURANCE CARRIER AND PLAN FOR THE TOWNSHIPS LIABILITY, AUTOMOBILE LIABILITY, WRONGFUL ACTS COVERAGE, AUTOMOBILE PHYSICAL AND PROPERTY COVERAGE FOR 2026, AS WELL AS AUTHORIZING THE EXPENDITURE OF TOWNSHIP FUNDS FOR SAID PLAN AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE PLAN ON BEHALF OF THE BOARD OF TRUSTEES

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Board of Trustees of Bethel Township, Miami County, Ohio, deems it necessary and advisable to obtain and maintain legal and automobile liability insurance; **AND**

WHEREAS, Bethel Township has historically obtained legal liability, automobile liability, wrongful acts coverage, automobile physical and property coverage through the Ohio Township Association Risk Management Authority (OTARMA). **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County, Ohio, that the Board of Trustees of Bethel Township authorizes an expenditure in the amount not to exceed thirty-nine thousand dollars and zero cents (\$39,000.00) to the Ohio Township Association Risk Management Authority for legal liability, automobile liability, wrongful acts coverage, automobile physical and property coverage.

BE IT FURTHER RESOLVED, that the Township Administrator or designee is authorized to execute the agreement on behalf of the Board of Trustees of Bethel Township.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Josh Wilkerson _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-009

**A RESOLUTION ACCEPTING THE RESIGNATION OF FIREFIGHTER CASSANDRA CHANNELL
FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Cassandra Channell of the Bethel Township Fire Department, submitted a letter of resignation on December 29, 2025 for her position in the Bethel Township Fire Department, her final day being December 31, 2025. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that the resignation of Cassandra Channell from the Bethel Township Fire Department is accepted and she is thanked for her service.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-010

**A RESOLUTION EMPLOYING THE TOWNSHIP'S ATTORNEYS
ON AN ANNUAL BASIS FOR THE YEAR 2026**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Bethel Township Board of Township Trustees (“Board”) is authorized by Section 309.09(B) of the Revised Code to employ attorneys on an annual basis other than the prosecuting attorney to represent the Township and its officers, boards, and commissions in their official capacities and to advise them on legal matters; **AND**

WHEREAS, Section 309.09(B) of the Revised Code provides that no such attorney may be employed except on the order of the Board, duly entered upon its Journal, in which the compensation to be paid for the attorney’s legal services shall be fixed; **AND**

WHEREAS, the Board finds it necessary to appoint attorneys to counsel and represent the Township on an annual basis for calendar year 2026 in such matters as the Board or its designee may refer to them. **AND**

WHEREAS, the Board has appropriated the sum of \$25,000.00 for legal services for 2026. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County, that:

- SECTION 1.** The law firm of Shipman, Dixon & Livingston Co, L.P.A. (“Firm”), is hereby employed on an annual basis for calendar year 2026 as the Township’s legal counsel to represent the Township and its officers, boards, and commissions in their official capacities. And to advise them in connection with such matters as may be referred to Counsel by or on behalf of the Board or its designee. The Township Administrator or a designee appointed by the Board of Trustees of Bethel Township, Miami County shall serve as the direct contact point between legal counsel and the Board.
- SECTION 2.** The compensation for such counsel during 2026 shall be paid as follows, billed in tenths of an hour: \$200.00 per hour partner time; not to exceed \$200.00 per hour attorney time; \$90.00 per hour paralegal or law clerk time; plus out-of-pocket expense reimbursements; provided that the total compensation shall not exceed ten thousand dollars and zero cents (\$10,000.00) without further action by this Board.
- SECTION 3.** The attorneys may be discharged at any time by majority vote of the Board and by notifying the Firm in writing.
- SECTION 4.** The Township Administrator or designee is authorized and directed to sign the Agreement for Legal Services provided by the Firm on behalf of the Bethel Township Trustees.
- SECTION 5.** The Township Fiscal Officer is directed to send a copy of this signed Resolution and the signed Agreement for Legal Services to the Firm.
- SECTION 6.** It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including, without limitation, Section 121.22 of the Revised Code.
- SECTION 7.** This Resolution shall take effect and be in force from and after the date of its adoption.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-011

**A RESOLUTION ESTABLISHING THE STANDARD CELL PHONE REIMBURSEMENT RATE
FOR SELECT TOWNSHIP EMPLOYEES UTILIZING THEIR OWN PERSONAL CELL PHONES
TO CONDUCT BUSINESS OF THE TOWNSHIP**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Board of Trustees of Bethel Township, Miami County has historically provided cell phones or cell phone stipends for the Township Administrator, Planning & Zoning Director, Road Superintendent, Road Worker, and Command Staff of the Fire Department to conduct township business; **AND**

WHEREAS, the Board of Trustees has discontinued the practice of providing cell phones but will continue the practice of providing monthly cell phone stipends for staff's use of their personal cell phones; **AND**

WHEREAS, resolution #25-02-013 set the reimbursement rate and the eligible positions; **AND**

WHEREAS, new positions have been created in the Township that are eligible for reimbursement. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that:

SECTION 1. The standard reimbursement is set rate at twenty-five dollars (\$25.00) per month for these positions:

Township Administrator,	Zoning Director,	Zoning Inspector,
Office Manager,	Special Projects Coordinator-Anti-Annexation & Policy Advocacy,	
Road Superintendent,	Road Worker,	
Fire Chief,	Assistant Fire Chief,	Battalion Chief.

SECTION 2. This resolution supersedes previous resolutions regarding reimbursement rates and eligibility, and sets the standard cell phone reimbursement rate and eligibility effective immediately.

SECTION 3. Each employee is limited to receive a maximum of one monthly reimbursement rate regardless of how many positions they hold in the Township.

SECTION 4. The Township Fiscal Officer is authorized to issue the reimbursement commensurate with the payroll schedule so long as the reimbursement does not exceed the monthly rate.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Josh Wilkerson	_____	_____

Attest:

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-012

A RESOLUTION TO REVISE THE ZONING INSPECTOR JOB DESCRIPTION

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, resolution #25-09-075 created the position of Zoning Secretary and specified the job description; **AND**

WHEREAS, the Zoning Secretary position, per the job description, has some overlap with the current Zoning Inspector job description; **AND**

WHEREAS, the Board of Trustees of Bethel Township, Miami County wish to update the Zoning Inspector job description to clarify when the secretarial duties would apply. **THEREFORE**

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that:

SECTION 1. The job description of Zoning Inspector shall be as follows:

GENERAL NATURE OF WORK

This position is responsible for administration of the township's zoning code and the investigation and application of uses of land in the unincorporated portion of the township. Under general direction of the Board of Trustees and Township Administrator, the zoning inspector manages the daily operations of the department; works with the public to process zoning and land-use complaints, applications and appeals; maintains all files and completes administrative procedures related to zoning cases.

EQUIPMENT AND JOB LOCATION

The job site is the Bethel Township Building, 8735 South Second Street in Brandt. Equipment used includes general office equipment, including: personal computer, copier, fax machine, telephone, and general office equipment along with tax maps and filing cabinets. The employee may also be required to work on individual properties and operate a camera to take pictures.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTY

- Answers inquiries regarding zoning issues, concerns, and complaints
 - Phone calls, text messages, e-mails, walk-in customer traffic
- Administers all zoning applications and zoning issues
 - Accept zoning monies (from zoning certificates, appeals, and amendments), fill out receipt, and prepare report for Fiscal Officer
 - Issue Zoning Permits and process applications
 - Approve, deny, or suggest modifications for Zoning Certificates (applications that do not require review by a Zoning Board)
 - Guide property owners through rezoning and appeals process
 - Research, compose, and send zoning violation notices and zoning citations
 - Enforce provisions of zoning code
 - Work with Health Dept when needed
 - Issue stop work orders to stop violations
 - Attend all Zoning meetings in the Township as well as County Planning Commission hearings, if necessary
 - Record all letters of intent for Agricultural buildings being constructed in the Township

- Record new zoning amendments and certificates as per ORC on 1) Official Zoning Map in Township Office, 2) County Recorder's Office, 3) County Planning Office, and 4) County Auditor
- Keep updated on ORC as it deals with zoning issues and nuisances
- Keep updated on FEMA regulations and Flood Damage Regulations in the county and area of Bethel Township that fall under that jurisdiction
- Maintains catalog of site plans as approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - File all permit applications within the address system
 - Retain a record of the meeting minutes for the Board of Zoning Appeals
 - Retain a record of the meeting minutes for the Zoning Commission
 - Retain a record of Trustee public hearings on re-zoning cases
- Inspects signs.
 - Signs should be inventoried (picture database)
 - Signs should be inspected on a regular bases to ensure compliance with the Zoning Resolution
 - Signs not in compliance shall be issued the appropriate violation notice
- Violation Inspection
 - The township shall be inspected for zoning violations on a regular basis (determined by Board policy)
 - Violations shall be logged and the appropriate notices issued
 - Complaints shall be handled within 24 hours of being received. They shall be logged and handled as any other violation
- Files affidavits and prepares evidence for, and testifies at court hearings, if necessary.
 - Prepare and file for court cases of outstanding violations with the appropriate court of jurisdiction.
 - Maintain all evidence (pictures, testimony, physical evidence, etc.) for all cases
- Conducts field inspections of site plans approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - After the issuance of a permit the building site shall be inspected on a regular basis to ensure compliance with the Zoning Resolution and the details of the application.
- Acts as secretary of the Board of Zoning Appeals and Zoning Commission when the Zoning Secretary is unavailable or unable to perform the secretarial duties, or for any meetings to discuss text amendments to the Zoning Resolution.
 - Shall attend meetings of the Board of Zoning Appeals, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.
 - Shall attend meetings of the Zoning Commission, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.
 - Prepare and submit cases to The Miami County Planning Commission
- Attends regular meetings of the Board of Trustees.
 - Prepare staff reports for the Board of Trustees and attend meetings to present said report
- Issues all necessary zoning certificates as requires by the Bethel Township Zoning Resolution.
 - Ensure compliance of all applications for zoning approval with the current Zoning Resolution
 - Issue all certificates within a timely manner
- Maintain the Bethel Township Comprehensive Land Use Plan
 - Review and update the Comprehensive Land Use Plan on an annual basis
 - Consistently stay abreast of current land use division techniques
- Maintain the Bethel Township Zoning Resolution
 - Review the Zoning Resolution to stay current with changes in State and Federal laws
 - Review annually with the Zoning Commission for potential changes
- Performs related duties as directed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, and the general public.
- Ability to maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner.
- Considerable knowledge of modern policies and practices of public administration; working knowledge of government finances, human resources, public works, public safety and community development.
- A general knowledge of planning and zoning concepts.
- Ability to acquire a thorough knowledge of the township's planning and zoning resolutions.
- Ability to make good judgment decisions.
- Ability to navigate a standard office environment.
- Ability to navigate uneven terrain while conducting various inspections/meetings.
- Must hold and maintain a valid driver's license issued by the State of Ohio, with no serious violations during the last five years.

QUALIFICATIONS

Graduation from a standard high school or the equivalent, supplemented by some experience in planning and zoning knowledge.

SECTION 2. The Zoning Inspector position description updates shall be added to the Personnel Policies and Procedures Manual in the appropriate appendix.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Josh Wilkerson _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #26-01-013

A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 6th day of January, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee _____ **moved for the adoption** of the following resolution:

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that the payment of the electronic payments and warrants as listed below be recorded through the request of the Fiscal Officer.

BETHEL TOWNSHIP, MIAMI COUNTY

Payments

12/1/2025 to 12/31/2025

<i>Payment Advice#</i>	<i>Post Date</i>	<i>Tx Date</i>	<i>Type</i>	<i>Payee – purpose</i>	<i>Amount</i>	<i>Status</i>
1002-2025	12/1/25	11/17/25	CH	UNITED HEALTH CARE-INSURANCE COMPANY	\$179.56	V
1002-2025	12/17/25	12/17/25	CH	UNITED HEALTH CARE-INSURANCE COMPANY	-\$179.56	V
1043-2025	12/2/25	11/25/25	CH	AETNA	\$5,680.89	O
1048-2025	12/1/25	12/1/25	CH	BUREAU OF WORKERS COMPENSATION	\$1,148.21	O
1049-2025	12/2/25	12/2/25	CH	AES Ohio	\$643.41	O
1050-2025	12/2/25	12/2/25	CH	STAPLES ADVANTAGE	\$55.87	O
1051-2025	12/2/25	12/2/25	CH	FIRST NET	\$373.12	O
1052-2025	12/2/25	12/2/25	CH	LOWES BUSINESS ACCOUNT	\$26.35	O
1053-2025	12/2/25	12/2/25	CH	CHARTER COMMUNICATIONS	\$102.31	O
1054-2025	12/3/25	12/3/25	CH	SAMS CLUB	\$212.14	O
1055-2025	12/5/25	12/3/25	EP	Brittany Alexander	\$380.90	O
1056-2025	12/5/25	12/3/25	EP	Ben Allen	\$1,709.84	O
1057-2025	12/5/25	12/3/25	EP	Tyler D Alliss	\$354.62	O
1058-2025	12/5/25	12/3/25	EP	Gia Alvarez	\$454.53	O
1059-2025	12/5/25	12/3/25	EP	Michael Arnold JR	\$223.20	O
1060-2025	12/5/25	12/3/25	EP	Joseph M Bordas	\$410.60	O
1061-2025	12/5/25	12/3/25	EP	Cyrus N Broyles	\$518.94	O
1062-2025	12/5/25	12/3/25	EP	Ashlyn Buerk	\$580.55	O
1063-2025	12/5/25	12/3/25	EP	Benjamin M Cahill	\$863.44	O
1064-2025	12/5/25	12/3/25	EP	Eric Campbell	\$1,315.46	O
1065-2025	12/5/25	12/3/25	EP	Cassandra Channell	\$403.98	O
1066-2025	12/5/25	12/3/25	EP	Allan Davis	\$687.55	O
1067-2025	12/5/25	12/3/25	EP	Brandon Dietz	\$374.44	O
1068-2025	12/5/25	12/3/25	EP	Cathryn Fortunato	\$218.99	O
1069-2025	12/5/25	12/3/25	EP	Jesse Garcia	\$574.82	O
1070-2025	12/5/25	12/3/25	EP	Scott D Grigsby	\$178.82	O
1071-2025	12/5/25	12/3/25	EP	Austin Hoffman	\$75.17	O
1072-2025	12/5/25	12/3/25	EP	Jace Justice	\$380.62	O
1073-2025	12/5/25	12/3/25	EP	Andrew Kopp	\$539.79	O
1074-2025	12/5/25	12/3/25	EP	John Meyer	\$982.33	O
1075-2025	12/5/25	12/3/25	EP	Brayden W Peake	\$303.80	O
1076-2025	12/5/25	12/3/25	EP	Taylor Phillippe	\$571.51	O
1077-2025	12/5/25	12/3/25	EP	Joshua Scheibrel	\$692.92	O
1078-2025	12/5/25	12/3/25	EP	Christopher M Scott	\$776.45	O
1079-2025	12/5/25	12/3/25	EP	James R Sebastian	\$414.02	O
1080-2025	12/5/25	12/3/25	EP	Alexander Segretto	\$630.98	O
1081-2025	12/5/25	12/3/25	EP	Katherine Settich	\$1,052.74	O
1082-2025	12/5/25	12/3/25	EP	Cody Smith	\$1,189.27	O
1083-2025	12/5/25	12/3/25	EP	Terrence W. Weldon JR.	\$1,334.73	O
1084-2025	12/5/25	12/3/25	EP	Robert J Yocum	\$1,436.83	O
1086-2025	12/3/25	12/3/25	CH	US BANK	\$231.67	O
1087-2025	12/5/25	12/3/25	EP	Ben Allen	\$383.24	O
1089-2025	12/3/25	12/3/25	CH	WASTE MANAGEMENT OF OHIO INC	\$203.28	O
1090-2025	12/5/25	12/3/25	EW	AFLAC	\$109.70	O
1091-2025	12/15/25	12/3/25	CH	AFLAC	\$300.70	O
1092-2025	12/3/25	12/3/25	CH	DUNCAN OIL CO	\$1,360.30	O
1093-2025	12/12/25	12/8/25	EP	Brittany Alexander	\$216.24	O
1094-2025	12/12/25	12/8/25	EP	Ben Allen	\$374.22	O
1095-2025	12/12/25	12/8/25	EP	Tyler D Alliss	\$546.30	O
1096-2025	12/12/25	12/8/25	EP	Gia Alvarez	\$89.10	O
1097-2025	12/12/25	12/8/25	EP	Michael Arnold JR	\$885.99	O
1098-2025	12/12/25	12/8/25	EP	Joseph M Bordas	\$387.87	O
1099-2025	12/12/25	12/8/25	EP	Cyrus N Broyles	\$542.10	O
1100-2025	12/12/25	12/8/25	EP	Ashlyn Buerk	\$46.17	O
1101-2025	12/12/25	12/8/25	EP	Benjamin M Cahill	\$1,576.94	O

1102-2025	12/12/25	12/8/25	EP	Eric Campbell	\$506.59	O
1103-2025	12/12/25	12/8/25	EP	Allan Davis	\$746.61	O
1104-2025	12/12/25	12/8/25	EP	Brandon Dietz	\$230.87	O
1105-2025	12/12/25	12/8/25	EP	Cathryn Fortunato	\$60.94	O
1106-2025	12/12/25	12/8/25	EP	Jesse Garcia	\$554.10	O
1107-2025	12/12/25	12/8/25	EP	Scott D Grigsby	\$138.52	O
1108-2025	12/12/25	12/8/25	EP	Austin Hoffman	\$356.28	O
1109-2025	12/12/25	12/8/25	EP	Jace Justice	\$45.41	O
1110-2025	12/12/25	12/8/25	EP	Abigail G Klemmensen	\$45.92	O
1111-2025	12/12/25	12/8/25	EP	John Meyer	\$332.46	O
1112-2025	12/12/25	12/8/25	EP	Miller Nicholas	\$80.10	O
1113-2025	12/12/25	12/8/25	EP	Brayden W Peake	\$310.66	O
1114-2025	12/12/25	12/8/25	EP	Joshua Scheibrel	\$1,215.42	O
1115-2025	12/12/25	12/8/25	EP	Christopher M Scott	\$531.59	O
1116-2025	12/12/25	12/8/25	EP	James R Sebastian	\$761.89	O
1117-2025	12/12/25	12/8/25	EP	Alexander Segretto	\$584.75	O
1118-2025	12/12/25	12/8/25	EP	Katherine Settich	\$606.20	O
1119-2025	12/12/25	12/8/25	EP	Cody TYLER Teegarden	\$533.10	O
1120-2025	12/12/25	12/8/25	EP	Terrence W. Weldon JR.	\$1,057.39	O
1121-2025	12/12/25	12/8/25	EP	Robert J Yocum	\$544.60	O
1123-2025	12/12/25	12/8/25	EP	Miller Nicholas	\$80.10	O
1124-2025	12/12/25	12/8/25	EP	Taylor Phillippe	\$45.17	O
1126-2025	12/12/25	12/9/25	EW	UNITY NATIONAL BANK	\$7,438.42	O
1127-2025	12/9/25	12/9/25	EW	OHIO PUBLIC EMPLOYEES DEFERRED COMPENSAT	\$180.00	O
1128-2025	12/9/25	12/9/25	EW	TREASURER OF STATE OF OHIO	\$1,727.13	O
1129-2025	12/9/25	12/9/25	EW	SCHOOL DISTRICT INCOME TAX	\$212.55	O
1130-2025	12/9/25	12/9/25	EW	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,318.08	O
1131-2025	12/15/25	12/9/25	CH	ATLANTIC EMERGENCY SOLUTIONS. INC	\$169.13	O
1132-2025	12/15/25	12/9/25	CH	ATLANTIC EMERGENCY SOLUTIONS. INC	\$2,343.48	O
1133-2025	12/16/25	12/10/25	CH	ATLANTIC EMERGENCY SOLUTIONS. INC	\$977.42	O
1134-2025	12/10/25	12/10/25	CH	TREASURER OF STATE	\$1,047.00	O
1138-2025	12/15/25	12/15/25	CH	ACCENT BUSINESS COMMUNICATIONS	\$445.28	O
1139-2025	12/19/25	12/17/25	EP	Brittany Alexander	\$1,550.19	O
1140-2025	12/19/25	12/17/25	EP	Ben Allen	\$1,212.95	O
1141-2025	12/19/25	12/17/25	EP	Tyler D Alliss	\$553.68	O
1142-2025	12/19/25	12/17/25	EP	Gia Alvarez	\$172.88	O
1143-2025	12/19/25	12/17/25	EP	Michael Arnold JR	\$320.88	O
1144-2025	12/19/25	12/17/25	EP	Joseph M Bordas	\$1,121.19	O
1145-2025	12/19/25	12/17/25	EP	Cyrus N Broyles	\$153.77	O
1146-2025	12/19/25	12/17/25	EP	Benjamin M Cahill	\$1,131.28	O
1147-2025	12/19/25	12/17/25	EP	Eric Campbell	\$1,568.29	O
1148-2025	12/19/25	12/17/25	EP	Cassandra Channell	\$185.45	O
1149-2025	12/19/25	12/17/25	EP	Allan Davis	\$683.87	O
1150-2025	12/19/25	12/17/25	EP	Cathryn Fortunato	\$402.48	O
1151-2025	12/19/25	12/17/25	EP	Jesse Garcia	\$748.40	O
1152-2025	12/19/25	12/17/25	EP	Scott D Grigsby	\$635.91	O
1153-2025	12/19/25	12/17/25	EP	Austin Hoffman	\$286.06	O
1154-2025	12/19/25	12/17/25	EP	Jace Justice	\$911.07	O
1155-2025	12/19/25	12/17/25	EP	Abigail G Klemmensen	\$198.28	O
1156-2025	12/19/25	12/17/25	EP	John Meyer	\$830.98	O
1157-2025	12/19/25	12/17/25	EP	Taylor Phillippe	\$400.88	O
1158-2025	12/19/25	12/17/25	EP	Joshua Scheibrel	\$530.89	O
1159-2025	12/19/25	12/17/25	EP	Christopher M Scott	\$749.33	O
1160-2025	12/19/25	12/17/25	EP	James R Sebastian	\$625.79	O
1161-2025	12/19/25	12/17/25	EP	Alexander Segretto	\$840.74	O
1162-2025	12/19/25	12/17/25	EP	Katherine Settich	\$1,386.92	O
1163-2025	12/19/25	12/17/25	EP	Cody TYLER Teegarden	\$310.42	O
1164-2025	12/19/25	12/17/25	EP	Terrence W. Weldon JR.	\$1,018.59	O
1165-2025	12/19/25	12/17/25	EP	Robert J Yocum	\$1,584.15	O
1168-2025	12/15/25	12/17/25	CH	UNITED HEALTH CARE-INSURANCE COMPANY	\$114.96	O
1171-2025	12/19/25	12/18/25	EW	UNITY NATIONAL BANK	\$5,021.30	O

1172-2025	12/19/25	12/18/25	EW	OHIO PUBLIC EMPLOYEES DEFERRED COMPENSAT	\$100.00	O
1173-2025	12/19/25	12/18/25	EW	AFLAC	\$109.70	O
1174-2025	12/19/25	12/19/25	CH	PARK NATIONAL BANK	\$3,315.95	O
1175-2025	12/23/25	12/23/25	CH	AES Ohio	\$724.16	O
1176-2025	12/31/25	12/26/25	EP	Kama L. Dick	\$1,263.28	O
1177-2025	12/31/25	12/26/25	EP	Julie Reese	\$1,050.53	O
1178-2025	12/31/25	12/26/25	EP	Rhonda S. Ross	\$1,948.32	O
1179-2025	12/31/25	12/26/25	EP	Helen E Vanhaaren	\$1,290.58	O
1184-2025	12/31/25	12/31/25	CH	CHARTER COMMUNICATIONS	\$102.31	O
1185-2025	12/31/25	12/31/25	CH	FIRST NET	\$380.06	O
1186-2025	12/31/25	12/31/25	CH	ATLANTIC EMERGENCY SOLUTIONS. INC	\$1,578.90	O
1187-2025	12/10/25	1/2/26	CH	AQUA FALLS BOTTLED WATER	\$49.45	O
55130	12/2/25	12/2/25	AW	Jenny Hodge	\$35.41	O
55131	12/2/25	12/2/25	AW	MIAMI COUNTY TOWNSHIP ASSOCIATION	\$44.00	O
55132	12/2/25	12/2/25	AW	Shipman, Dixon & Livingston	\$537.86	O
55133	12/2/25	12/2/25	AW	CATHY FORTUNATO	\$37.57	O
55134	12/3/25	12/3/25	AW	BEST ONE TIRE & SERVICE	\$42.95	O
55135	12/3/25	12/3/25	AW	SUNRISE COOPERATIVE	\$885.86	O
55136	12/9/25	12/9/25	AW	PENNCARE	\$3,767.40	O
55137	12/10/25	12/10/25	AW	Brosius, Johnson & Griggs, LLC	\$292.50	O
55138	12/10/25	12/10/25	AW	EDS HVAC-PLUMBING-ELECTRIC	\$204.49	O
55139	12/10/25	12/10/25	AW	KE ROSE	\$28.49	O
55140	12/10/25	12/10/25	AW	O'REILLY AUTO PARTS	\$60.29	O
55141	12/10/25	12/10/25	AW	MIAMI COUNTY ENGINEER	\$815.52	O
55142	12/10/25	12/10/25	AW	MIAMI COUNTY SANITARY ENGINEERING DEPT.	\$11,424.90	O
55143	12/15/25	12/15/25	AW	KE ROSE	\$176.26	O
55144	12/18/25	12/18/25	AW	PREMIER OCCUPATIONAL HEALTH	\$990.00	O
55145	12/23/25	12/23/25	AW	Howard Truck Repair SVC, LLC	\$3,252.85	O
55146	12/23/25	12/23/25	AW	JULIE REESE	\$555.00	O
55147	12/23/25	12/23/25	AW	ROBERT YOCUM	\$575.60	O
55148	12/23/25	12/23/25	AW	PARK NATIONAL BANK	\$4,787.50	O
55149	12/31/25	12/31/25	AW	Howard Truck Repair SVC, LLC	\$3,252.85	O
55150	12/31/25	12/31/25	AW	Cody Teegarden	\$7,312.14	O
55151	12/31/25	12/31/25	AW	EDS HVAC-PLUMBING-ELECTRIC - Resolution 25-12-113	\$5,672.84	O
55152	12/31/25	12/31/25	AW	Shipman, Dixon & Livingston	\$787.86	O
55153	12/31/25	12/31/25	AW	RUSH TRUCK CENTER	\$2,151.47	O
Total Payments per UAN...					\$150,211.55	
Total Expenditures per UAN...					\$150,211.55	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ- Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are in transactions that occurred outside the reported date range but are listed for reference.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Josh Wilkerson _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio